



INFORMATION TECHNOLOGY MASTER PLAN (ITMP)

**Guidelines & Instructions
for
Maryland State Agencies**

Fiscal Year 2008

Version 1.0

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Section 1.0: Overview

1.1 Introduction

The Agency Information Technology Master Plan (ITMP) identifies the Agency's information technology (IT) goals, the strategies to meet those goals and resources required to implement those strategies. The Department of Budget and Management, Office of Information Technology (DBM OIT), DBM Office of Budget Analysis and the Department of Legislative Services will use the Agency ITMPs, the Agency Information Technology Project Requests (ITPRs) and Annual Budget Submissions, including Managing for Results, to analyze IT budget requirements for each Agency.

The Agency ITMP serves as the support base for IT operations and major IT development project funding. DBM OIT reviews the ITMPs for consistency with statewide IT direction, support of statewide business objectives, and the presence of sound and secure IT infrastructure plans and strategies.

Agencies are expected to formulate, manage, and maintain their IT investments, which are defined as all funds being committed to IT programs, projects and systems for the benefit of the Agency. With the practice of sound fiscal planning and control, the investment in IT will continue to streamline, transform, and significantly improve government operations and the delivery of goods and services to the public.

These guidelines and instructions apply to all units of the Executive Branch of Maryland State Government, including public institutions of higher education other than the University System of Maryland, and any Agency requesting IT funds through the ITPR process and/or the Major Information Technology Development Project Fund (MITDPF) as stated in Chapters 467 and 468, Acts of 2002, as mandated by *State Finance and Procurement Title 3 § 3-403*.

1.2 Purpose

This document provides guidance, instructions and required format for the Agency ITMP that will support the five-year budget request beginning fiscal year 2008 and ending fiscal year 2012.

Section 2.0: Aligning Agency ITMP With State ITMP Guidance

The State of Maryland ITMP provides general information on the direction of IT in support of the State goals of improved efficiency and better service delivery to citizens.

The fundamental business drivers used to develop the plan and identify specific initiatives to achieve its goals are the five Pillars of the Ehrlich-Steele Administration: Fiscal Responsibility, Education, Health and the Environment, Public Safety and Safer Neighborhoods, and Commerce.

The State IT goals to support these drivers are: (a) to adapt technology to improve the quality of service to citizens; (b) to collaboratively consolidate technology and information to increase the efficiency of operations; and (c) to implement appropriate security systems and procedures to protect the State's assets.

Agencies should align IT goals and objectives with the overarching State IT goals when developing the Agency ITMP. Eight strategic initiatives provide a core direction for information technology across all State agencies and should be considered in the creation of Agency ITMPs.

A Quick Link to the current State Information Technology Master Plan can be found on the DBM web site at <http://www.dbm.maryland.gov/>.

Section 3.0: Agency ITMP Instructions & Format

3.1 General Preparation Instructions

The Agency ITMP should encompass a five-year strategic planning period. Agencies are required to submit a plan in four parts:

- Part One provides general information.
- Part Two provides summary information about the Agency's business functions, major goals and key strategies to achieve those goals.
- Part Three provides information about the Agency IT strategic direction.
- Part Four identifies the Agency IT Investment Portfolio.

3.2 Agency ITMP Format and Content

Part One - General Agency Information

- A. Agency Name: Provide the full Agency name and acronym.
- B. CIO Name and Contact Information: Provide Agency Chief Information Officer (CIO) name, title, phone and email.
- C. CFO Name and Contact Information: Provide Agency Chief Financial Officer name, title, phone and email.
- D. Approved By: Provide the name and title of the Agency Secretary and CIO or designee who approved the plan. Please include telephone number, fax number and email address of the approving authority
- E. Plan Date: Provide the date the plan was approved.

Part Two - Agency Business Functions, Goals and Key Strategies

Provide an **executive summary** of the Agency's major business functions, goals and key strategies to achieve those goals.

Part Three - Agency IT Strategic Direction

1) Summary of Agency IT Environment

- a) Background: Describe those events that have had a significant impact on the Agency's mission performance and the IT architecture supporting the Agency's core business activities. Core business activities are Agency cross-functional processes that produce the Agency's primary products and services or support their production.
- b) Drivers and Issues: Describe current events that are driving change in the Agency? What are the critical issues the Agency is facing that impact its IT environment?
- c) IT Accomplishments: Describe the IT accomplishments that have contributed to the Agency's mission. Highlight positive impacts on Agency customers and overall benefits to the State. This section can include accomplishments realized over the last five years.
- d) IT Goals and Strategies: Describe the Agency's IT goals, strategies to achieve the goals and how results will be measured.
- e) Agency Support of the State IT Master Plan:
 - (1) Maryland Technology Architecture Framework (MTAF): Describe how the Agency has participated in the MTAF project and what level of participation is planned in FY08.

An Agency that **has** already participated in MTAF should review and, if necessary, update the Agency Mission and Vision in the repository. The MTAF Agency Product Report and the MTAF Agency Application Report should be generated from the repository and submitted as attachments to the ITMP.

An Agency that **has not** yet participated in MTAF must provide the Mission and Vision statements and contact MTAF@dbm.state.md.us to receive instructions on how to enter product and application information into the MTAF repository. Once the data has been entered, the MTAF Agency Product Report and the MTAF Agency Application Report should be generated from the repository and submitted as attachments to the ITMP.

- (2) IT Project Management: Describe Agency participation in the IT Project Oversight methodology. Complete information is available on the DBM website <http://www.dbm.maryland.gov/>, keyword: it project oversight. List projects, which have: Agency Professional Project Management, DBM OIT Project

Oversight, Peer Project Review, and 3rd party Independent Verification and Validation. All MITDPs are required to comply with this methodology.

- (3) IT Disaster Recovery and Security Program: Describe the actions the Agency has taken to secure its IT infrastructure. Include actions relating to the implementation of the IT Security Policy & Standards; IT System Security plans; IT Disaster Recovery (DR); planning and testing of IT DR plans; and asset protection.
- (4) Build Out and Migration to networkMaryland™: Provide a description of the Agency's current and planned use of networkMaryland™.
- (5) IT Infrastructure: Provide a summary list of the Agency's IT infrastructure that is not included in the MTAF framework. Include major groupings of infrastructure such as data centers, automation platforms, WANs and LANs. Identify any consolidation efforts currently under way.
- (6) Consolidation and Standardization of Agency Web Sites: Describe the actions that the agency has taken to comply with the Branding Guidelines for State Government Web Sites. See <http://www.maryland.gov/branding/> for details.

2) Agency Certification of Compliance with State Nonvisual Access Regulations

The Agency must certify that, as of March 1, 2005 and continuing thereafter, information technologies procured, and services provided, are compliant with State nonvisual access regulations (COMAR 17.06.02.01-.12). A Quick Link titled IT Nonvisual Accessibility can be found on the DBM web site at <http://www.dbm.maryland.gov/>.

3) Future Agency IT Environment

Provide a summary of what the future Agency IT environment will look like, assuming successful completion of short and long-term IT strategies. Briefly describe how the resulting future IT environment will better enable the Agency to more effectively and efficiently accomplish its mission, to deliver services to its customers and support the State IT Master Plan. Identify any potential opportunities to collaborate with other agencies in the form of resource and information sharing.

Part Four - Agency IT Investment Portfolio

The Agency IT Investment Portfolio information will be used to support State and Agency IT strategic planning, and to capture a view of the State's overall investment in IT. This section must include: (1) Baseline IT Budget, (2) Current IT Projects – Major and Non-Major which not included in the baseline and (3) New FY08 Requested IT Projects – Major and Non-Major.

Submission of ITPRs is required for all Major Information Technology Development Projects (MITDPs). Detailed project funding information will be captured in the FY08 ITPR. Specific guidance for this process is contained in the **FY08 Information Technology Project Request (ITPR) Guidelines & Instructions**.

Agency IT Investment Portfolio

	Total FY07 Budget	Requested FY08 Budget
Baseline IT Budget		

Current IT Projects – Major	Total Anticipated Project Cost	Total Project Expenditures Thru FY06	FY07 Appropriation	Total FY08 Requested Dollars	Status – SDLC Phase*
Current IT Projects – Non-Major	Total Anticipated Project Cost	Total Project Expenditures Thru FY06	FY07 Appropriation	Total FY08 Requested Dollars	Status – SDLC Phase*
New FY08 Requested IT Projects –Major	Total Anticipated Project Cost	Total Project Expenditures Thru FY06	FY07 Appropriation	Total FY08 Requested Dollars	Status – SDLC Phase*
New FY08 Requested IT Projects –Non-Major	Total Anticipated Project Cost	Total Project Expenditures Thru FY06	FY07 Appropriation	Total FY08 Requested Dollars	Status – SDLC Phase*

*Status – SDLC Phase must be one of the following:

Initiation, Concept Development, Planning, Requirements Analysis, Design, Development, Integration and Test, Implementation, Operations and Maintenance, Disposition

Section 4.0: Submission Requirements

4.1 Submission Procedure

Agency ITMPs are to be submitted to DBM OIT by **August 31, 2006** or staggered to meet OBA budget due dates, which are no later than **September 30, 2006**.

The completed Agency ITMP shall be submitted electronically by:

1. Upload to the Information Technology Advisory Council web site at:
<https://www.itac.state.md.us>.

Or, if the Agency is unable to upload the ITMP using Step 1. above:

2. E-mail as an attachment to DBM OIT at: ppo@dbm.state.md.us.

Agency ITMP attachments and supporting documentation should be submitted to DBM OIT using Step 2. above.

4.2 DBM OIT Staff Assistance

DBM OIT staff members are available to assist Agencies with ITMP planning activities. For information or assistance, please contact one of the following Policy and Planning Office staff:

- Patricia Wade, 410-260-7062; pwade@dbm.state.md.us
- Gail Fowler, 410-260-6347; gflower@dbm.state.md.us